

## **1804 - PARKING ENFORCEMENT SPECIALIST II**

### **NATURE OF WORK**

Responsible supervisory work in the enforcement of parking regulations in the City's Parking Department.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Schedules and assigns daily work zones and any special work details.

Trains and evaluates assigned specialists and attendants.

Orders and issues equipment and supplies.

Supervises field operations and verifies procedures and policies are followed.

Prepares and submits operational reports, parking surveys, reports of problems such as missing or unreadable signs for follow-up.

Investigates and resolves complaints from the public.

Posts names for court and passes out subpoenas, and coordinates court appearances.

Verifies weekly time cards, ensures maintenance of three-wheeled vehicles, deals with vendor and performs other administrative tasks.

Rides a three-wheel vehicle and issues summonses for violations found.

Attends court and testifies when necessary.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of City laws and regulations pertaining to parking.

Ability to supervise men and women engaged in the enforcement of parking regulations.

Ability to keep records and prepare reports.

Ability to ride a three-wheel vehicle and enforce parking regulations when necessary.

Ability to establish and maintain effective working relationships with other employees.

Ability to deal effectively with the public.

Ability to learn detailed routes and procedures.

### **MINIMUM REQUIREMENTS**

Employed by the City for the past (6) six months (based on full-time employment, part-time will be prorated) with (6) six months enforcement related experience. Driver's license with a motorcycle endorsement. Certification as a Parking Enforcement Specialist in the state of Florida.

## **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. The job includes significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, pushing, and pulling.**

## **SUPERVISION RECEIVED**

**General and specific assignments are received from the Assistant Parking Director and work is performed with latitude for the use of independent judgment.**

## **SUPERVISION EXERCISED**

**Directs assigned Parking Enforcement Specialists I and Parking Attendants.**

**rev. 2/99 (minimum req.)**